



## Digital Learning Coordinator

<b>POSITION:</b>	Digital Learning Coordinator
<b>SUPERVISOR:</b>	Director of the Center for Online Learning
<b>DEPARTMENT:</b>	Center for Online Learning (COL)
<b>LOCATION:</b>	On-campus, located in Tiffin, OH
<b>JOB TYPE:</b>	Full-time
<b>GRANT-FUNDED:</b>	No
<b>SOC CODE:</b>	25-9031

**Tiffin University** was established in 1888 and now offers nationally accredited graduate and undergraduate degrees in Business Administration, top-notch bachelor's and master's degrees in Criminal Justice and Social Sciences, and distinctive degrees in the Arts and Sciences. All through our history, the University has nurtured a student-centered setting and a strong sense of real community for our students, faculty, and staff. Tiffin University has always believed in offering the highest quality education – “an education for life.”

Tiffin University represents a new kind of institution in the United States. TU has successfully transitioned from traditional seated students to a mixture of seated and online students, from across the country and around the world. Tiffin University provides a personal and practical education for motivated students who want real-world experience and results. There are no “ivory towers” at Tiffin University. Almost all of our faculty have spent time working in the field and bring to the classroom real, first-hand knowledge about the subjects they’re teaching. They also bring with them valuable, real-world connections to enable and empower our students to find the best internships and other experiences that will transform their future.

The main campus in Tiffin is a beautiful 153-acre blend of traditional historic and modern buildings that create a vibrant and warm home for an educational community. In addition to the growth in Tiffin, TU graduate and undergraduate programs are offered online. The Bachelor of Business Administration and MBA programs are also offered at Bucharest, Romania. The American Institute of Applied Sciences in Switzerland (AUS) and TU have entered into a partnership, the Dual Degree Program (DDP), allowing AUS students to obtain a dual degree from both institutions. From academic programs in commercial music to cybersecurity, exercise science, and management, TU offers more than 30 majors through on-campus and online learning that result in real advantages for our students.

### General Job Description:

The Digital Learning Coordinator plays a pivotal role in supporting and optimizing the university’s online learning infrastructure through the coordination of digital textbook integrations, instructional resource platforms, and faculty support systems. This role ensures that digital content, external learning resources, and



faculty assignments are implemented smoothly across platforms in alignment with Tiffin University's instructional goals and strategic initiatives.

### **Major Duties and Responsibilities:**

- Textbook and Resource Management
  - Manage online textbook adoptions through Cengage and VitalSource platforms (Collect, Compete, and Connect).
  - Coordinate with vendors and publisher representatives, including Cengage and other third parties, to update and communicate course material requirements.
  - Maintain and regularly update the master database of online textbooks.
  - Coordinate the implementation and oversight of online course labs.
- Outcome Assessment Coordination
  - Set up and manage outcome assessment activities in Moodle in collaboration with the Office of Assessment and Accreditation.
  - Provide training and tutorials on the setup and use of the Dragon Assessment tool in Moodle.
- Department Responsibilities
  - Participate in quality assurance reviews of online courses.
  - Manage the department website project to ensure instructors and students have access to current, comprehensive resources.
  - Update and maintain COL-related content on the Tiffin University website.
  - Contribute to strategic discussions supporting COL initiatives in online learning, partnerships, and digital innovation.
  - Lead or support additional COL projects and activities as needed.
- Academic Credit Evaluation
  - Coordinate and participate in Credit for Prior Learning (CPL) reviews, including meetings, evaluation of student submissions, and award recommendations.

### **Minor Duties and Responsibilities:**

- Create and promote a positive and supportive work environment.
- Personal qualities of integrity, credibility, and unwavering commitment to Tiffin University's Guiding Principles.
- Excellent verbal/written communication and presentation skills.
- Ability to work as part of a team.
- Ability to work with people from a variety of culturally diverse backgrounds.
- Provide leadership in internal and external communications.

### **Qualifications for the Job:**

#### *Education*

- Bachelor's degree required; Master's degree preferred.

#### *Experience*

- Demonstrated experience in academic technology, online education, or digital resource coordination.

Reviewed on 09/18/2025



- Familiarity with online learning platforms (e.g., Moodle, Cengage).
- Excellent communication and organizational skills.
- Ability to work collaboratively and independently in a fast-paced academic environment.
- Experience with web content management and platform-based scheduling tools preferred.

### Benefits at Tiffin University:

At Tiffin University, we believe in taking care of our people. That's why all full-time employees enjoy a comprehensive benefits package designed to support their health, financial security, and work-life balance. Our benefits include:

- **Health Coverage:** Medical, dental, and vision insurance to keep you and your family healthy.
- **Health Savings & Flex Spending Accounts:** Options to save pre-tax dollars, with **employer contributions to your HSA.**
- **Income Protection:** Employer-paid **basic life insurance** and **long-term disability**, plus voluntary plans for short-term disability, supplemental life, accident, hospital indemnity, and critical illness.
- **Retirement Savings:** A **403(b) retirement plan** with **employer matching contributions** to help you plan for the future.
- **Time Off:** Generous **paid time off** for vacation and sick leave, plus **paid holidays** throughout the year.
- **Education Benefits:** **Tuition assistance and benefits** for you and eligible family members.
- **Support Services:** Access to a confidential **Employee Assistance Program (EAP)** for personal and professional support.

We're committed to fostering a healthy, supportive, and rewarding workplace for all of our team members.

*Tiffin University provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. While we strive for a diverse mix of candidates, all employment decisions are made without regard to race, sex, or other protected characteristics.*



*Tiffin University is an Equal Opportunity Employer*